

September 15, 2014

Dear Prospective Quoter:

SUBJECT: Request for Proposal Number SBX60014R0004

The Embassy of the United States of America in Bandar Seri Begawan invites interested companies to submit a proposal for the upgrade of cashier and privacy booths at U.S. Embassy. This construction effort is estimated at between US\$13,000.00 and US\$15,000.00 and needs to be completed by December 2014 in the district of Bandar Seri Begawan, Brunei Darussalam.

To obtain a copy of the Request for Proposal (RFP) No. SBX60014R0004, interested companies should provide a written request by email to BoonAC@state.gov (Tel: +673-2384616 ext 2123).

The due date and time for proposal submission is **September 22, 2014 at 4.30 pm**. Detail on submission of proposal is stated in Section J, Quotation Information of the RFP. A site visit has been scheduled for **September 18, 2014 at 9:00a.m.**

All firms that respond to the solicitation must be technically qualified and financially responsible to perform the work. At a minimum, each offeror must meet the following requirements when submitting their proposal:

- Be able to understand written and spoken English;
- Have an established business with a permanent address and telephone listing;
- Have the necessary personnel, equipment and financial resources available to perform the work;
- Have all licenses and permits required by local law;
- Meet all local insurance requirements;
- Have the ability to obtain a performance and guarantee bond and a payment bond, or to post adequate performance security, such as irrevocable letters of credit or guarantees issued by a reputable financial institution;
- Have no adverse criminal record;
- Have no political or business affiliation which could be considered contrary to the interests of the United States;
- Have good experience and past performance records; and,
- Identify specialized experience and technical competence required to complete the construction work in accordance with this solicitation.

For other queries, please contact Lys Boon at Tel. 673-2384616 ext 2123 or email: BoonAC@state.gov.

Sincerely,

(signed)
Paul E Brand
Contracting Officer